EAST STROUDSBURG NORTH BAND PARENTS
BY-LAWS

ARTICLE I – NAME

The name of this organization shall be the *East Stroudsburg North Band Parents*.

ARTICLE II – OBJECT

The object of this organization shall be to promote good fellowship among its members, to stimulate interest in the activities and foster the advancement of the East Stroudsburg Area School Bands and their members, and to render financial aid to these bands if possible.

ARTICLE III – POLICY

This organization shall be non-political.

ARTICLE IV – MEMBERSHIP

Section 1 Membership in this organization shall consist of Active and Associate members.

Section 2 Active members shall include all parents and guardians of East Stroudsburg Area School Bands and the Band Front.

Section 3 Associate members shall include parents and guardians of former members of the East Stroudsburg School Bands.

Section 4 Associate members are not eligible to neither hold office nor serve as Chairman of Standing Committees. They may, however, serve as members of any Committee.

Section 5 Associate members absent successively for one year from regular meetings shall be dropped.

ARTICLE V – DUES

There shall be no dues.

ARTICLE VI – OFFICERS AND DUTIES

Section 1 The officers shall be PRESIDENT, VICE-PRESIDENT, TREASURER, AND SECRETARY. More than one person may fill the office of Vice-President. If more than one Vice-President exists, they shall be known as FIRST VICE-PRESIDENT, SECOND VICE-PRESIDENT, etc.

Section 2 The officers shall assume their duties at the September meeting. It is required of all officers to attend meetings. No more than three meetings can be missed per school calendar year.

Section 3 The President shall preside at all meetings, appoint all committees, and shall be an ex-officio member of all committees except the Nominating Committee. The President shall also *cosign all signature cards pertaining to the funds of the organization.*

Section 4 The First Vice-President shall assist the President with all the duties of the Presidency and shall perform the duties of the President in his/her absence, and serve as chairperson of the fund raising committee.

Section 5 The Second Vice-President shall *assist the first Vice-President with fund raising, issuing checks and deposits, and handling the bill paying and check requests.*

Section 6 The Secretary shall keep a record of all notices of meetings and shall conduct such other correspondence as may be required. He/she shall keep the same on file until authorized to be destroyed by the organization.

Section 7 The Treasurer shall have charge of all bank reconciling, student accounts, and bank statements. He/she shall render a monthly and yearly report. The Treasurer and the Second Vice-President shall meet once a month to go over all duties.

ARTICLE VII – ELECTIONS

Section 1 The fiscal year and term of office shall be from September 1st to August 31st and all shall be audited by September 30th .

Section 2 All officers shall be elected for a term of one year at the May meeting.

Section 3 All vacancies shall be filled by special election.

ARTICLE VIII – COMMITTEES

Section 1 The executive committee shall consist of all the officers and the Band Director. The committee shall be responsible for preparing a yearly Budget for submission to the organization at the September meeting. The committee shall conduct any business of the group not requiring a vote of the members. A simple majority of the committee members is required to conduct business.

Section 2 Standing Committees shall be ***nominating, fundraising, and scholarship***.

Section 3 The **nominating** committee shall consist of three members appointed in March. This committee shall select candidates for each office. These candidates, together with all others put in nomination, shall be presented to the organization at the April meeting and elected at the May meeting.

Section 4 The **fundraising** committee shall consist of the Vice-President and at least two other members. This committee shall oversee all fundraising. A yearly plan of action shall be presented at the September meeting.

Section 5 The **scholarship** committee shall consist of three members of the Band Parents Organization. The committee shall not include a parent or guardian of a member of the senior class.

ARTICLE IX – MEETINGS

Section 1 The regular meeting of this organization shall be the second Monday evening of each month from August through June inclusive.

Section 2 Special meetings may be called by the President, or upon request of five members of the organization. The entire membership must be notified at least ten (10) days prior to said meeting.

ARTICLE X – SCHOLARSHIP

Section 1 The Band Parents shall award a scholarship to one or more graduating seniors with a monetary amount to be determined by current Band Parents Organization members. Scholarship amount will be awarded in one lump sum payment.

Section 2 Criteria for student to receive the award:

1. Musicianship
2. Outstanding service to the band
3. Commendable attitude in band
4. Satisfactory scholastic standing
5. Personal interview with Scholarship Committee

ARTICLE X – SCHOLARSHIP (CONTINUED)

Section 3 Interested students will apply for the scholarship on the form provided by the Band Parents Organization. Candidates will return this completed form to the Band Director.

Section 4 The Band Director will complete a Personal Rating Scale, and submit all materials to the Band Parents Scholarship Committee. The Scholarship Committee shall consist of at least one parent representing Freshman, Sophomore, and Junior classes. No Senior parents with students vying for scholarship can serve on the committee.

Section 5 The Band Parents Scholarship Committee will review all applicants, and select finalists for a personal interview with the Scholarship Committee. At the discretion of the committee, all candidates can be interviewed or finalists can be selected and interviewed. All information from applications and interviews will be regarded as strictly confidential.

Section 6 The Committee will select the winner(s) based on aforementioned criteria and interview.

Section 7 The award is to be presented at the Annual Spring Band Concert by the president of the Band Parents.

ARTICLE XI – AMENDMENTS

Proposed amendments to the by-laws may be presented in writing at any regular meeting. Vote on said amendments cannot take place before the next regularly scheduled meeting. Two-thirds of the members voting are required for adoption.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The *Roberts Rules of Order, Revised*, shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these by-laws.

ARTICLE XIII – CONTINUING RESOLUTIONS

Continuing resolutions are motions of the organization, which dictated and/or change standard operating procedures of the group. These resolutions may not be in conflict with, alter, or add to any article or section of these by-laws. Continuing resolutions will be attached and kept as a permanent part of the by-laws by the Band Parents. These resolutions can be changed at any regular meeting or special meeting with a simple majority.

Original Draft: September 11, 2000
Revised Draft: April 16, 2012 (Article VI and Article X)